FI 18 8/2002 Division of Finance

Section 1



Name:				
Employee Number: _				
Agency Code:	gency Code: Low Org:		Distribution Code:	
Effective Date:	1M/DD/YYYY	Company:		

RETROACTIVE REGULAR PAY WORKSHEET

Calculation of Pay Due Employee:

	R	egular Hour	rs Worked	d and Not F	Paid:	_				
		X Normal F	Rate of Pa	ıy:		_				
	=	Additional	Straight 1	Time Pay (I	DOE 79):					
	ve reviewed the abound	ve calculation	on and ag	ree that the	e amount o	of retroactive re	gular pa	y is corr	ect and	
Emp	Employee Signature: Date:									
Note	e: Do not use this f for these hours	orm for data	a entry if a	a Payroll W	/arrant Rec	juest, form FI 1	5, has b	een sub	mitted	
Section 2 Data Entry Complete the data entry information below and enter into the Payroll Time and Attendance System.										
		nation below	v and ente	er into the I	Payroll Tim	e and Attendar	nce Syst	em.		
		WEEKS WORKED	and ente	AGENCY	Payroll Tim LOW ORG	e and Attendar	ACTV	em. RPTG CATG	PROJ/ JOB	FUNC
Complete t	the data entry inform	WEEKS			LOW		-	RPTG		FUNC
Complete t	the data entry inform	WEEKS			LOW		-	RPTG		FUNC
Complete t	the data entry inform	WEEKS			LOW		-	RPTG		FUNC
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